Role Map Template

	Role	Responsibilities	Time Commitment	Who/How Many
Leadership	Project Sponsor	• Set strategic direction • Funding control • Approve recommendations		
	Project Manager	• Oversee project and monitor team work • Review/approve recommendations and task order		
Project Team	Team Lead	• Establish and support team • Assist in planning, designing, building, and assessing • Monitor work • Review deliverables		
	Development Team	• Assist in planning, designing, building, and assessing the training course		
	Instructional Designer	• Assist in designing and building the trainer/training materials and help/support processes		
	Trainers	• Assist in delivering and assessing the trainer/training materials and help/support processes		
SME	Subject Matter Expert (SME)	• Provide content to project team • Review materials		
	Target User	• Participate in usability/pilot tests • Attend and evaluate training		
Support	COR	• Provide budget information • Create, review, and award task order		
	SME Support	• Manage SME involvement		
	Communications	• Create & deliver communication plan • Conduct ongoing communications		
	Logistics Coordinator	• Plan and execute logistics strategy • Provide support for training schedule, selections of trainers, and sites • Print & ship training materials		
	Technical Advisor	• Provide technical requirements		

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Support	Graphics Designer	• Create graphics • Develop performance support materials		
	Media Coordinator	• Review & revise scripts, blocking and production schedule • Create media • Create video		
	Maintenance	• Manages ongoing maintenance of network and systems		
	Content Support	• Tracks content related errors		